

UNITED STATES BANKRUPTCY COURT

Western District of Michigan
Gerald R. Ford Federal Bldg.
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NOTICE

**NEW PROCEDURE
MAILING MATRIX ON DISK
EFFECTIVE JULY 9, 2003**

Effective July 9, 2003, the Clerk's Office will **only** accept creditor matrices on diskette. To introduce and familiarize court customers with the concept of filing electronic documents, to minimize noticing errors and to increase the efficiency of creditor information input into the court's database, the court is requesting customers to file their creditor matrices in text format on disk.

The creditor matrix must adhere to the form required by the Clerk. Effective July 9, 2003, the customer should save the matrix to disk in ASCII format, as a TXT file. The electronic version of the matrix is easier to produce, and submission on disk greatly reduces the number of noticing errors. The court currently accepts the matrix on disk for larger cases, so many attorneys are already familiar with providing the matrix in this format. The verification of the matrix is still required and must be submitted in hard copy along with the disk containing the matrix file.

Complete instructions for submission of the matrix on disk are located on the reverse side of this notice, at the intake counters in both divisions and on our website @ www.miwb.uscourts.gov. The matrix should be saved on disk with a file name of the debtor's last name and first initial (i.e. Smith K. txt). More than one matrix may be submitted on the same disk IF the corresponding cases are being filed at the same time.

All registered Participants who retrieve and effect filings must have purchased, installed, used, and updated daily antivirus software at all locations from which they access CM/ECF. All disks also must be inspected for viruses and worms before such disks are submitted for filing to the Clerk's Office or submitted to a judge for any purpose.

Daniel M. LaVille
Clerk of Court

Creditor Matrix Guidelines

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system. (If you have access to Notepad, it will automatically save matrices in **.txt** format).

Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than **5** lines. If the address contains more than 4 lines, the creditor mailing will fail at the Noticing Center (BNC) and will be deemed undeliverable.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Do not include the name & address of the Debtor(s), Attorney for the debtor(s) or the Trustee
- ◆ Names and addresses are to be **left** justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The #, **c/o** and **&** characters have not been reported to cause errors.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor **must** be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.